

BEFORE THE
POSTAL REGULATORY COMMISSION
WASHINGTON, D.C. 20268-0001

MAIL PROCESSING NETWORK RATIONALIZATION
SERVICE CHANGES, 2011

Docket No. N2012-1

**ERRATA TO RESPONSE OF THE UNITED STATES POSTAL SERVICE
TO AMERICAN POSTAL WORKERS UNION INTERROGATORY
(APWU/USPS-37) [ERRATA]**

The United States Postal Service hereby gives notice that it neglected to ensure that the attachment referenced in the response to APWU/USPS-37 filed earlier today accompanied the response. Accordingly, the response to APWU/USPS-37 is hereby re-filed -- accompanied by the attachment to which it refers. There is no substantive change to the response. The interrogatory is stated verbatim and followed by the response -- and the attachment!

Respectfully submitted,

UNITED STATES POSTAL SERVICE

By its attorneys:

Anthony F. Alverno, Jr.
Chief Counsel, Global Business and Service
Development

Michael T. Tidwell

475 L'Enfant Plaza West, S.W.
Washington, D.C. 20260-1137
(202) 268-2998; Fax -5402
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**INSTITUTIONAL RESPONSE OF THE UNITED STATES POSTAL SERVICE
TO AMERICAN POSTAL WORKERS UNION INTERROGATORY
As re-filed on July 2, 2012**

APWU/USPS-37

Provide the LDC 30 and LDC 31 hours for the same time period as the VMAS report and a complete description of those jobs. Please describe how the LDC 30 and LDC 31 hours are split between vehicle maintenance and transportation network work and provide an approximation of the percentage of hours in these LDCs that are applicable to each functional group.

RESPONSE:

For the same period shown in the table above (October 2011 thru March 2012), LDC 30 and LDC 31 hours reported are 1,405,294 and 1,371,569, respectively.

Job descriptions for Vehicle Maintenance positions assigned to Vehicle Maintenance Facilities for LDC 30 include Manager, Vehicle Maintenance; Manager, Vehicle Maintenance Facility; Supervisor, Vehicle Maintenance; and Supervisor, Vehicle Supply. Job descriptions for Vehicle Maintenance positions assigned to Vehicle Maintenance Facilities for LDC 31 include Storekeeper; Tool and Parts Clerk; and General Clerk. Job descriptions for all positions identified are included in the file named "Job Descriptions APWU 37".

Total hours for vehicle maintenance facilities and transportation functions are split by budget finance account designation. Total hours for LDC 30 and LDC 31 are split as 35% vehicle maintenance and 65% transportation (PVS) network.

MGR VEHICLE MAINTENANCE (EAS-22)
OCCUPATION CODE: 2380-0004

FUNCTIONAL PURPOSE:

Manages all vehicle maintenance functions for a district with a very large-size assigned truck fleet ensuring maintenance operations conform to national policies; provides oversight of vehicle maintenance facilities located within a district.

OPERATIONAL REQUIREMENTS:

Position authorization determined by Headquarters.

DUTIES AND RESPONSIBILITIES:

1. Manages the implementation of vehicle maintenance policies throughout a district to ensure maintenance standards are met and maintenance is performed at the least cost.
2. Manages the vehicle maintenance operations for a district through a medium-size group of subordinate supervisors and managers; oversees training and career development activities for assigned employees.
3. Conducts ongoing performance reviews of vehicle maintenance contracts including certification of a contractor's ability to perform.
4. Manages the acquisition, warehousing, and distribution of vehicle maintenance supplies to ensure sufficient supplies are available consistent with on-hand inventory minimization policies.
5. Oversees the implementation of local and national environmental and safety regulations for storage and disposal of hazardous or potentially hazardous materials associated with vehicle maintenance operations.
6. Has frequent contact with vendors and contractors

providing
vehicle maintenance and parts and supplies.

7. Develops and coordinates the vehicle maintenance
operations
budget; directly manages the vehicle maintenance budget
for
the district.

8. Exercises a normal regard for the safety of self and
others,
with particular emphasis on ensuring employee compliance
with
established safety policies and procedures.

9. Exercises managerial responsibility for the proper
maintenance
of a very large fleet of mail transport and delivery
vehicles,
vehicle maintenance facilities and equipment, and a
large
stock of vehicle supplies.

SUPERVISION:

Manager, Operations Programs Support

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies For
Nonbargaining Positions.

Doc Date: 08/23/2003

Occ Code: 2380-0004

SUPV VEHICLE MAINTENANCE (EAS-17)
OCCUPATION CODE: 5823-0007

FUNCTIONAL PURPOSE:

Supervises a medium size group of craft employees performing automotive repair, preventive maintenance, and service work on postal vehicles; ensures proper vehicle performance, the efficient scheduling and completion of work, the most effective use of resources, and cost-effective maintenance and repair work.

DUTIES AND RESPONSIBILITIES:

1. Supervises the scheduling, coordination, and timely completion of periodic preventive maintenance for all vehicles under the jurisdiction of the vehicle maintenance facility.
2. Reviews and adjusts work orders, evaluating and determining priorities; schedules and assigns work; and checks the quality of completed preventive maintenance and repair work.
3. Prepares repair cost estimates, and determines if work should be completed in-house or contracted out, considering such factors as costs, workload, and employee and equipment capabilities; makes recommendations as to whether vehicles should be overhauled or replaced; and authorizes major repair work.
4. Supervises, conducts, and administers environmental and recycling programs to ensure compliance with local and national regulations and standards; maintains required federal, state, and local reports and records.
5. Administers contracts for vehicle maintenance repairs and services; coordinates, monitors, and evaluates contracted work; and supervises the enforcement of all provisions of new vehicle warranty claims and the rework of unsatisfactory contractor repairs.
6. Supervises the sale of surplus vehicles, including providing information to the general public; coordinates with the general public regarding the repair of private vehicles involved in accidents with postal owned vehicles.
7. In the absence of a dedicated vehicle supplies supervisor, supervises stockroom operations and the requisitioning of required parts, equipment, and supplies.
8. May supervise the operations of one or more auxiliary garages.
9. Provides technical advice and guidance regarding both in-house and contractor repairs to all offices under the jurisdiction

of the vehicle maintenance facility.

10. Coordinates the activities and operation of the vehicle maintenance shop with supervisors both within the facility and at offices under its jurisdiction.
11. Supervises and participates in reporting activities required to collect, track, measure, evaluate, and improve vehicle maintenance shop performance.
12. Provides budget development input, and monitors and controls costs within budget allocations.
13. Evaluates employee work performance and identifies training needs; provides on-the-job instruction on repair techniques, and the proper use of specialized equipment, tools, and shop procedures; ensures that employees receive remedial, developmental, and refresher training.
14. Meets with union representatives to discuss issues and participates in the resolution of grievances; and initiates action to correct performance and discipline problems.
15. Ensures employee compliance with established safety, environmental, and recycling policies and procedures; inspects work areas and equipment; and investigates vehicle maintenance employee accidents and prepares required reports.
16. Exercises supervisory responsibility for the protective care and effective use of equipment, including diagnostic and computerized equipment and systems.

SUPERVISION:

Manager, Vehicle Maintenance or Manager, Vehicle Maintenance Facility

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

STD JOB DESCRIPTION

U.S.Postal Service

MGR VEHICLE MAINTENANCE (EAS-19) OCCUPATION CODE: 2150-7037

FUNCTIONAL PURPOSE:

Manages all vehicle maintenance program functions for a District area with a medium-size assigned truck fleet ensuring operations conform to national policies; provides oversight of vehicle maintenance facilities (VMFs) located in a district.

OPERATIONAL REQUIREMENTS:

Position authorization determined by Headquarters.

DUTIES AND RESPONSIBILITIES:

1. Manages the implementation of vehicle maintenance policies throughout a district to ensure maintenance standards are met and maintenance is performed at the least cost.
2. Manages the vehicle maintenance operations for a district through a small- to medium-size group of subordinate supervisors; oversees training and career development activities for assigned employees.
3. Conducts ongoing performance reviews of vehicle maintenance contracts including certification of a contractor's ability to perform.
4. Manages the acquisition, warehousing, and distribution of vehicle maintenance supplies to ensure sufficient supplies are available consistent with on-hand inventory minimization policies.
5. Oversees the implementation of local and national environmental and safety regulations for storage and disposal of hazardous or potentially hazardous materials associated with vehicle maintenance operations.
6. Has frequent contact with vendors and contractors

providing
vehicle maintenance and parts and supplies.

7. Develops and coordinates the vehicle maintenance
operations
budget; directly manages the vehicle maintenance budget
for
the district.

8. Exercises a normal regard for the safety of self and
others,
with particular emphasis on ensuring employee compliance
with
established safety policies and procedures.

9. Exercises managerial responsibility for the proper
maintenance
of a medium-size fleet of mail transport and delivery
vehicles, vehicle maintenance facilities and equipment,
and a
large supply of vehicle supplies.

SUPERVISION:

Manager, Operations Programs Support

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies For
Nonbargaining Positions.

Doc Date: 10/19/1992

Occ Code: 2150-7037

GENERAL CLERK VMF (P7-06)
OCCUPATION CODE: 0301-48XX

FUNCTIONAL PURPOSE:

Performs a variety of clerical duties relating to the maintenance of vehicles.

DUTIES AND RESPONSIBILITIES:

1. Establishes and maintains facility and perimeter vehicle maintenance schedules by listing all vehicles by capacity group and type of maintenance; prepares work schedules indicating when vehicles are due for maintenance; makes initial preparation of work orders attaching vehicle maintenance record; computes totals on the work orders; as directed<(>,<)> arranges for the delivery of vehicles to the facility for scheduled maintenance; informs superior when schedules are not adhered to; and schedules high mileage vehicles for lubrication.
2. Establishes and maintains vehicle jackets and records; posts on a vehicle maintenance record card from work orders and repair tags such information as date, mileage, type of maintenance or repair work performed, work order number and brief description of work performed; circles in red repeat items of maintenance; distributes copies of the work orders and repair tags as indicated on the forms; and reviews and maintains a file of contract work order-invoices for repair of perimeter vehicles.
3. Calls to superior's attention improperly written work orders <(>,<)> repeat items of maintenance or road calls and other unusual information which affects the maintenance program.
4. Sets up stock cards for each part or type of fuel and

lubricant maintained in stock entering name,
manufacturer's
number, stock number, maximum and minimum quantities to
be
stocked, location or bin number.

5. Posts to stock cards from invoices such data as receipt
date
<(>,<)>
purchase order number, quantity received and unit price
and
from mechanic's requisition such data as date, vehicle
number
<(>,<)>
quantity issued and balance on hand, and posts to stock
cards
issuance of fuels and lubricants.

6. Maintains record of trucks out of service and reasons
therefor, obtaining data from supervisors.

7. Compiles data for and prepares reports as instructed.

8. Verifies entries on time cards and notifies superior of
any
irregularities.

9. Operates various office machines such as typewriter,
adding
machine and calculator.

10. Prepares requisitions for supplies.

11. Assists in the storage and issuance of tools, parts and
supplies.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Best Qualified

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0013

Doc Date: 11/02/1994

Occ Code: 0301-48XX

STD JOB DESCRIPTION

U.S.Postal Service

MGR VEHICLE MAINTENANCE FACILITY (EAS-21) OCCUPATION CODE: 2380-0006

FUNCTIONAL PURPOSE:

Manages the vehicle maintenance activities for a very large vehicle maintenance facility, including auxillary garages, overseeing vehicle maintenance activities for post offices within an assigned area.

OPERATIONAL REQUIREMENTS:

This job is authorized for a very large-size vehicle maintenance facility serving a large vehicle fleet. Position authorization is determined by Headquarters.

DUTIES AND RESPONSIBILITIES:

1. Manages, directly or through subordinate supervisors, the maintenance of vehicles within an assigned geographic area including oversight of contract maintenance and auxiliary garages located within the area.
2. Manages a large-size group of vehicle maintenance mechanics through a small- to medium-size staff of supervisors.
3. Provides guidance to managers and employees on vehicle maintenance requirements and coordinates training requirements and activities with human resources staff.
4. Has frequent contact with vendors and contractors to resolve problems with contracted vehicle maintenance.
5. Develops and manages a budget for vehicle maintenance operations for the geographic area served.
6. Exercises a normal regard for the safety of self and others; ensures employee compliance with established safety policies and procedures; ensures vehicle safety standards are maintained.
7. Exercises managerial oversight for the proper maintenance of a very large-size vehicle fleet and direct managerial responsibility for a large vehicle maintenance facility, related equipment, and a limited stock of supplies and parts on-hand.

SUPERVISION:

Manager, Vehicle Maintenance; or Manager, Operations Programs
Support

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies For
Nonbargaining Positions.

Doc Date: 04/04/2007**Occ Code: 2380-0006**

STOREKEEPER (OSD-06)
OCCUPATION CODE: 2040-21XX

FUNCTIONAL PURPOSE:

Requisitions, receives, stores, issues, and accounts for a wide variety of parts, tools, and supplies. This position provides services for U. S. Postal Service Headquarters facility.

DUTIES AND RESPONSIBILITIES:

1. Selects, issues, and accounts for supply items, maintains follow-up on items to be returned; fills requisitions from within the organization, utilizing knowledge of the use of stock and familiarity with maintenance operations. Refers to catalogs, parts lists and supplies to supply proper items of stock.
2. Prepares and submits requisitions as necessary to maintain prescribed levels of mechanical, electrical, engineering, and custodial stock items; requisitions special items on request.
3. Receives, unloads, unpacks, and checks stock against corresponding requisitions and invoices; reconciles variations in quality, specifications, and conditions, stores shipments received as well as returned items.
4. Relocates stock to make room for new items or to utilize space more effectively.
5. Inventories stock on hand either on a perpetual, periodic, or special basis; traces shortages; searches for misplaced items; recommends changes in stock levels based upon usage experience. Assists in developing and applying inventory controls.
6. Maintains stock records showing such information as nomenclature, stock number, stock levels, location, receipts, issues, and balances on hand; performs other record keeping functions such as filling out tags and issuing documents. Prepares property record cards for accountable property. Assigns and attached property code numbers to accountable property.
7. Operates an electric truck and jack to move and unload supplies.
8. Occasionally performs other job-related tasks as assigned.

SUPERVISION:

Reports to the Supervisor, Maintenance.

SELECTION METHOD:

Senior Qualified when filled from the same level and occupational group (preferred duty assignment). Best Qualified when filled from any other position.

BARGAINING UNIT:

FACILITY SERVICES

Doc Date: 07/11/1997

**Occ Code: 2040-
21XX**

STD JOB DESCRIPTION

U.S.Postal Service

SUPV VEHICLE SUPPLIES (C) (EAS-17)

OCCUPATION CODE: 2003-6025

FUNCTIONAL PURPOSE:

Supervises the procurement, warehousing, inventory, and distribution of vehicle parts and repair supplies for a very large district.

OPERATIONAL REQUIREMENTS:

Position authorization determined by Headquarters.

DUTIES AND RESPONSIBILITIES:

1. Supervises the acquisition of spare parts and vehicle repair supplies from all sources including centralized procurement, blanket purchase agreement (BPA), and emergency purchase procedures; inspects new stock for quality upon delivery.
2. Oversees and coordinates automatic replenishment systems for maintenance supplies for all vehicle maintenance facilities within a district.
3. Supervises the warehousing of tools, parts, and supplies including maintenance of inventory controls; analysis of tools and parts usage including turnover rates; and recommends modifications to acquisition cycles to eliminate excessive inventories.
4. Establishes issuance controls based on current regulations; supervises the accurate maintenance of transaction records for items received and issued.
5. Supervises stockroom operations at vehicle maintenance facilities throughout a district and ensures proper

procedures
are practiced by local vehicle maintenance
employees.

6. Provides technical guidance to managers and others
on proper
stockroom organization and operation; emergency
purchase
procedures; and elimination of excessive
inventories.

7. Has regular contact with spare parts and vehicle
maintenance
supplies vendors.

8. Prepares estimates for and administers a very
large-size
budget for vehicle parts and supplies.

9. Exercises a normal regard for the safety of self
and others
with particular emphasis on ensuring employee
compliance with
established safety policies and procedures;
identifies and
eliminates safety hazards in the vehicle
maintenance
stockroom.

10. Exercises supervisory responsibility for the
protective care
of a stock of vehicle maintenance tools and parts
of a very
high dollar value; establishes accountability
procedures and
ensures compliance.

SUPERVISION:

Manager, Vehicle Maintenance

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies
For
Nonbargaining Positions.

STD JOB DESCRIPTION

U.S.Postal Service

TOOL & PARTS CLK (P7-06) OCCUPATION CODE: 6904-01XX

FUNCTIONAL PURPOSE:

Requisitions, receives, stores, issues, and accounts for a wide variety of parts, tools and supplies used in the maintenance of motor vehicles.

DUTIES AND RESPONSIBILITIES:

1. Selects, issues, and accounts for items requested by users;
maintains follow-up on items to be returned; fills requisitions from within the organization and from other postal installations for stock; uses knowledge of the stock, familiarity with maintenance operations, and reference to catalogs or parts lists to supply proper items of stock to using personnel.
2. Prepares and submits requisitions to maintain prescribed levels of mechanical, electrical, engineering and custodial stock items; requisitions special items on request.
3. Receives, unloads, unpacks, and checks stock against corresponding requisitions and invoices; reconciles variations in quantity, specifications, and condition; puts away shipments received as well as items returned by users.
4. Relocates stock to make room for new items or use space more effectively.
5. Inventories stock on hand either on a perpetual, periodic or special basis, traces shortages; searches for misplaced items; recommends changes in stock levels based upon usage

experience.

6. Maintains stock records showing such information as nomenclature, stock number, stock levels, location, receipts, issues, and balances on hand; performs other record keeping functions such as filling out tags and issuing documents.

7. Performs other duties, as assigned, such as, assuming responsibility for operation of the stockroom in cases where the incumbent is the sole employee, or may oversee one or two employees such as supply clerks or stock record clerks; selecting, packing and shipping stock to fill requisitions; performing minor maintenance on tools such as oiling, greasing, sharpening and replacing wooden handles; receiving trouble calls and relaying to maintenance.

SUPERVISION:

Supervisor of unit to which assigned.

SELECTION METHOD:

Senior Qualified when utilized within the Motor Vehicle craft. Best
Qualified when utilized within the Maintenance craft.

BARGAINING UNIT:

MOTOR VEHICLE

KEY POSITION REFERENCE:

KP-0012

Doc Date: 05/08/2001

Occ Code: 6904-01XX